

Request for Information (RFI) Process Guideline (SharePoint)

The Construction Management Representative (CMR) will be notified by e-mail when a Request for Information (RFI) has been posted on the SharePoint Project Website.

- Review content for completeness and clarity.
- Provide a response or make recommendations on who should review the RFI in the **Questions/Response** dialogue box.
- Select **COR** in the drop-down of the **Send-To** box.

It is imperative that responses to RFIs be made in a timely manner to avoid impacting the Contractor's work. Many RFIs can be addressed from the field by the CMR, with their knowledge of the drawings and specifications, or can be addressed at the weekly coordination meeting.

- Refer to the dashboard on the SharePoint Project Website for the RFI status.
- Discuss the status at the weekly coordination meetings.
- The final response will be released to the Contractor by the Contracting Officer's Representative (COR).

The CMR and the COR with the Contracting Officer (CO) need to determine if the response to the RFI will result in a change to the contract.

- If a modification is required, consult with the COR and CO to issue a Request for Proposal (RFP). (Refer to section on Modifications.)

If the RFI is not considered a change to the contract, then respond on or before the response date shown.